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1 November 1972

MEMORANDUM FOR: [REDACTED]
Executive Officer to the DD/S

STATINTL

SUBJECT: Basic Records Management System

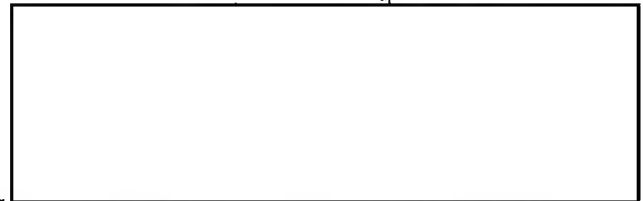
Text:

The last meeting of the Records Management Board was held in September 1972. At that time [REDACTED] suggested that the Board could most usefully set as its first priority the development of a basic Agency-wide records management system in accordance with the instructions contained in Mr. Colby's memorandum of 26 May 1972. That sounded logical to the Board so we in effect adjourned sine die until we had some paper in hand.

STATINTL

The attached represents a draft attempt at meeting that objective. I would appreciate your review of it from a DD/S standpoint. If I could have your comments by 15 November, we will have a Board meeting to discuss this at the end of November. If it is not possible to collect all comments by that date, we will have a Board meeting in December.

STATINTL



Special Assistant for Information Control

Attachment

PROPOSED RECORDS MANAGEMENT SYSTEM FOR THE
CENTRAL INTELLIGENCE AGENCY

1. GENERAL

a. The Records Management Program established herein will adhere to sound records management practices for the control of information from the creation of the record to its ultimate disposition. This system has the goal of creating a viable program to help the Agency achieve a records program which is responsive to the needs of the Agency, the White House, other U. S. Government agencies, the press, and the public in general, while recognizing the unique reporting and control requirements of the Directorates and Independent Offices.

b. The Directorates have the responsibility for ensuring compliance with prescribed policies, procedures and for the assignment of responsibilities to carry out the records program for the Agency as directed by the Executive Director-Comptroller. Creation of an environment for the development of records management personnel and their retention in the records management field is necessary for the successful implementation of this system.

2. RECORDS MANAGEMENT PROGRAM. The Records Management Program consists of the following elements (which may be expanded):

a. Reports. The requirement for reporting both internally and externally.

b. Forms. The analysis, design, review, control, and issuance of all forms used by the Agency.

c. Records Maintenance. The approval for issuance and control of records equipment (safes, cabinets) filing systems, supplies, reproducing machines, and microfilming equipment.

d. Correspondence. The establishment of standards to be used and procedures to be followed in the preparation and handling of all correspondence for the Agency.

e. Disposition of Records. The protection, preservation, retention, transfer, and destruction of records in accordance with approved schedules.

f. Vital Records. Those records which are essential to the continued operation of the Agency in an emergency. Transfer of documents to Vital Records will be made promptly to ensure their maintenance in a vital records repository.

- g. Archival Records. Those key documents and files which are for permanent inclusion in the Agency Archives.
- h. Historical Records. Those records retained for historical research and to provide response to the public or congressional inquiries on prominent events.

3. POLICIES

- a. The Records Management System will be administered on a decentralized basis. However, the system must take into account the various media in which information is now processed, limitations placed upon construction, the needs for a retrieval system satisfying the requirements of Executive Order 11652, and the allocation of suitable resources for the effective operation of the records system.
- b. Controls on the creation of paperwork will be monitored closely to ensure that only necessary records are created. Those dealing with organizations, their functions, policies, procedures, and decisions will be preserved. Records will be maintained to protect the legal and financial rights of the Agency, its employees, and those persons directly affected by Agency activities.
- c. Vital Records will be identified in schedules and deposited in the Vital Records Repository.
- d. The Records Center will be the facility for storing, processing, servicing retired Agency records, supplemental distribution, and will house the Agency's archival facility. The Records Center will be so controlled that classification and sensitivity requirements of the transmitting office will be honored.
- e. Records Control Schedules will be developed to identify and preserve records of permanent value, provide for periodic review of existing records, and to ensure proper disposition. Schedules will be maintained on a current basis.
- f. The Agency Records Management Board will serve as the policy recommendation board to the Executive Director-Comptroller. This board will be constituted of members of each Directorate and will meet as required. The Agency Records Management Board will be supported by a Technical Committee. The Records Administration Branch will serve as the secretariat for the Board.
- g. A series of missions and functions having a hierarchically structured system of Records Management Officers will be developed by the Records Management Board and promulgated to other Directorates and Independent Offices. This series will serve to establish, to the extent that it can be done, commonalities in functions and grade levels within the Agency records management system.

4. RESPONSIBILITIES

- a. The Records Management Board is composed of senior representatives from the Office of the Director (Special Assistant for Information Control) and each of the Directorates. Each Directorate representative will be the Directorate Records Management Officer. The Records Management Board will be responsible for the following:
 - (1) The board will serve as the internal Agency Classification/Declassification Review Committee in compliance with Executive Order 11652.
 - (2) The board will be responsible for the integrated administration and management of the Agency's archival and historical programs.
 - (3) The board will report its conclusions, recommendations (with any dissents) directly to the Executive Director.
 - (4) The board will make semiannual reports to the Executive Director, outlining the status of the Agency Records Management Program.
 - (5) The board will be supported by a Technical Committee of fulltime Records Officer representatives from each Directorate.
- b. The Special Assistant for Information Control (SAIC) will serve as the CIA Records Management Board Chairman. He will also serve as the CIA Records Management Officer, Agency Archivist and perform other duties in the field of information control as prescribed by the Executive Director.
- c. Deputy Directors and Heads of Independent Offices will:
 - (1) Establish, direct and maintain for their respective jurisdiction, Records Management Systems consistent with the policies outlined in this regulation.
 - (2) Establish a training program for records personnel assigned to their Directorate. There are basic training courses which each new Records Management Officer will take prior to reporting for duty. Those courses which have common application to all the Directorates will be identified by the Records Administration Branch.
 - (3) Select an individual for assignment as a Records Management Officer who will be approved by the respective Directorate Board Member. The Directorate Board Member will ensure that the employee has the necessary qualifications for the job,

and will thoroughly brief the employee as to his areas of responsibility, his sphere of influence, the accessibility to all appropriate levels of management and the need for the Records Officer to be able to communicate with other offices in the Agency, as required, in the performance of his records responsibilities.

- (4) Ensure that planning assumptions used by one element in a Directorate which might have an input in another component is coordinated between the two units. The effective managing of records is vital to the orderly conduct of business.
- d. The Records Administration Branch will perform the following functions in support of the Records Program and report directly to the SAIC:
- (1) Monitor forms management in the Agency. The Branch is the final approval authority for all forms to be used by the Agency. While the component (through his Records Management Officer) performs the analysis and design, RAB does the coordinating on control, printing and issuance of forms.
 - (2) Review and approve records control schedules and vital records schedules in accordance with Agency requirements.
 - (3) Conduct records management surveys in components as directed by the Agency Records Management Officer or as requested by the Records Management Officer for the component.
 - (4) Maintain liaison for the Agency with the National Archives and Records Service, General Services Administration and other Federal and private organizations on records management matters.
 - (5) Review and approve requests for equipment and supplies to ensure compliance with management requirements.
 - (6) Coordinate training requirements for new records personnel and for their detail to the Records Management Branch.
 - (7) Conduct research on records management techniques to help promote efficiency in handling paperwork.